



South Park Cemetery Board Agenda
Tuesday, September 20, 2016 at 4:00 p.m.
Conference Room at South Park Cemetery

Board President: Jack Ferguson
Board Vice President: Jim Bloodhart
Board Secretary: Karen Roldan
Board Members: Jake Trujillo, Tommy Weathers

- A. Call to Order**
- B. Roll Call**
- C. Approval of the Agenda**
- D. Approval of the minutes**
 - 1. Consider approval of the August 16, 2016 minutes.
- E. Action**
 - 2. Election of Officers
- F. Non-Action Items**
 - 3. Sexton's Report- Ruben Esquivel
 - 4. Bookkeeper's Report- Daisy Diaz
 - 5. Arrival of new Columbarium's at General Douglas McBride Cemetery- Ruben Esquivel
 - 6. Update on Helicopter for General Douglas McBride Veteran's Cemetery- Ruben Esquivel
 - 7. Upcoming Cemetery Tour- Tim Williams
- G. Other Business**
- H. Public Comments**
- I. Adjourn**

Next Meeting: October 18, 2016

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 15-56.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.

Printed and posted: 9/16/2016



**Minutes of the Cemetery Board Meeting
Tuesday, August 16, 2016**

REGULAR MEETING 4:00 P.M

Committee Member Present:

Jack Ferguson, President
Jim Bloodhart, Vice-President
Karen Roldan, Secretary
Jake Trujillo, Member

Committee Members Absent:

Tommy Weathers, Member

Staff Present:

Tim Williams, Parks and Recreation Director
Ruben Esquivel, Cemetery Supervisor
Daisy Diaz, Cemetery Administrative Assistant

Others Present:

Curtis Michaels, Roswell Daily Record

The meeting was called to order at 4:05 p.m. by President, Jack Ferguson. Committee members Bloodhart, Trujillo, and Roldan were present.

Mr. Trujillo moved to approve the agenda as presented. Mr. Bloodhart was the second. A voice vote was unanimous and the motion carried.

Mr. Trujillo moved to approve the June 21, 2016 minutes, Mrs. Roldan was the second. A voice vote was unanimous and the motion carried.

Action Items:

2. Helicopter for General Douglas McBride Veteran's Cemetery: Parks and Recreation Director, Tim Williams, proceeded to explain that a proposal is upcoming to display a demilitarized Dewey helicopter at General Douglas McBride Cemetery. Mr. Bob Wooley is working diligently to get this proposal approved. The proposal must be presented to the property owner which is the City of Roswell, but before it being presented to the General Services Committee for approval consent from the Cemetery Board is asked. If approved the helicopter will be placed in front of the water retention area at the veteran's cemetery. Mr. Ferguson made motion to proceed with the approval of the helicopter display. Mr. Bloodhart moved to approve the display, Mr. Trujillo was second. A voice vote was unanimous and the motion carried.

Non-Action Items:

3. Sexton's Report: Cemetery Supervisor, Ruben Esquivel, reported a total of 33 services for the month of June. A total 15 casket burials, and 16 cremations for South Park Cemetery, and 2 cremations for General Douglas McBride Veteran's Cemetery. For July a total of 27 services were conducted 15 casket

burials, 10 cremations, 2 cremations at General Douglas McBride Veteran's Cemetery, and including a mock service. Mr. Esquivel explained that a mock service is allowing the family to hold their service as usual with the exception of the burial; the burial is then done on a different date with no services. As of August 16, 2016 there had been a total of 15 internments.

4. Bookkeepers Report: Cemetery Administrative Assistant, Daisy Diaz, reported that for the month of June there had been 3 new contracts, 1 pay off, 1 lot sale and 1 transfer. For July 2016 there had been 2 new contracts, 3 pay offs and 2 lot sales. As of August 16, 2016 a total of 2 pay offs, 1 lot sale, and 1 transfer had been conducted.

5. Update on South Park and General Douglas McBride Cemeteries: Cemetery Supervisor, Ruben Esquivel proceeded to talk about some of the updates that have taken place at both cemeteries. At South Park the lower burial numbers for the month of July gave the crew a chance to attend other issues that had not been attended because of the previous months. Some of the issues that are being taken care of is dealing with weather, high temperatures, irrigation problems, broken valves, pump, and having to water manually when possible to keep up. The roof in the original storage area has been completed, and now moving to the other part of the storage area to make them all the same. Also the doors at the shop will be repaired to be able to use. The lowering device has been replaced with a completely new one, and has already been used with no issues. At General Douglas McBride Veteran's Cemetery more trees will be placed, installation of an additional flag pole, looking to place a 5ft concrete apron that will go around the committal area to a sidewalk that will lead to the retention area. Mr. Esquivel suggested that the Purple Heart monument located east of the office by the flag pole be moved to the veteran's cemetery. Mr. Bloodhart makes motion to move Purple Heart monument. Karen Roldan seconds, and motion carries.

Other Business:

Cemetery Supervisor, Ruben Esquivel inquired about when the next election of officers would take place, current board members agreed that an election of officer was due, and would take place at the next meeting September 20, 2016.

Public Comments:

None

Adjourn:

The meeting was adjourned at 4:40 p.m.

Next Meeting Date:

Next meeting to be held October 18, 2016 at 4:00 p.m.